

# **INTERN (Part-time)**

**\$10.00 - \$12.00 per hour + public transit cost reimbursement**

**Applications are accepted on a continuous basis.**

## **THE POSITIONS**

Under general supervision, to perform a variety of routine administrative and technical duties in support of a department or section and to research, write, and present reports and recommendations. Positions are typically 20 hours per week. Interns can be assigned to any of the following areas: Planning and Policy, Government Affairs, Finance and Accounting, Human Resources, Operations, Information Services, GIS and Modeling, or Contracts.

## **THE IDEAL CANDIDATES**

will have an interest in gaining hands-on experience in government and public affairs and a working knowledge of computer software programs.

## **DESCRIPTION OF DUTIES**

- Perform a wide variety of administrative and technical assignments to assist departments or sections and to receive on-the-job exposure to various government issues; depending on assigned work area, learn to perform various administrative, planning, analytical, and financial tasks.
- Research, write, and present reports and recommendations on a variety of government topics; participate in conducting studies and analyses involving assigned programs and functions concerning policies, practices, procedures, financial resources, facilities, proposals, staffing, new programs and projects, effectiveness of programs, and planning.
- Collect, compile, describe, organize, analyze, interpret, and present data and information related to area and issues under study.
- Assist in the coordination of data and materials for the department or section; consult with businesses, citizens, SCAG personnel, consultants, governmental agencies, and associations to obtain and distribute information and data.
- Perform a variety of clerical or technical tasks in support of SCAG programs; answer phones and assist the public; maintain a variety of records.

## **MINIMUM QUALIFICATIONS**

**Education, Training and Experience:** Current and continued enrollment in a college or university degree program.

**Knowledge of:** basic principles of government management and public administration; basic budgetary methods and practices; research and report preparation methods and

procedures; modern office procedures, methods and computer software and hardware; public relations techniques; basic principles and procedures of record keeping; principles of mathematics and statistics; English usage, spelling, vocabulary, grammar, and punctuation.

**Ability to:** learn to interpret the policies and procedures of the assigned department; learn and understand the organization and operation of the assigned department and of outside agencies as necessary; research, analyze, and evaluate programs, policies, and procedures; prepare clear and concise reports; proofread and detect errors in typing, spelling, grammar and punctuation; independently prepare correspondence and memoranda; plan and organize work to meet schedules and deadlines; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

## **APPLICATION AND SELECTION PROCEDURE**

Access our employment application online at [www.scag.ca.gov](http://www.scag.ca.gov). Submit your application or resume to: Southern California Association of Governments, Attn: Human Resources Office, 818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor, Los Angeles, California 90017 (213) 236-1910.

All applications will be reviewed. Qualified applicants will be forwarded to departments with vacancies as they occur.

## **EMPLOYMENT INFORMATION**

Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.

## **THE ORGANIZATION**

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure and institutional issues and also as the regional rideshare services agency. The SCAG region includes six counties, one hundred eighty-four cities, 38,000 square miles and a population of 15 million.